

Gould League Membership Newsletter Coordinator

Job Description

- **Commencing March/April 2024**
- **Part-time Volunteer Position**
- **Based mostly online with some requirements to be on-site**
- **Develop member material e.g., newsletters**
- **Facilitate delivery of materials to members**

ABOUT THE GOULD LEAGUE

The Gould League is an independent not-for-profit organisation celebrating over 100 years of environmental and sustainability education. We help teachers to reinforce the impact of their science, geography and sustainability curriculum, connect students with their natural world and empower the community with positive messages and practical actions to live more sustainably.

ABOUT THE ROLE

This role will develop and facilitate delivery of newsletters and other information to our members.

- Membership categories include: Children (Kids Club), Families (Nest of Supporters), Adults (Guardians), Teachers and Corporates. Material will need to be personalised to suit member type.
- Provide a quarterly newsletter with news about Gould League programs, events and offers as well as other information such as calendar of environmental events e.g. recycling week, sustainability festivals, indigenous seasons etc.
- This role will mostly be online but will require some travel to either of the Gould's excursion sites to gain a deeper understanding of what we offer, or to access hard copies of our resources. Our sites are at Cheltenham, Ricketts Point, and Toolangi.
- Would suit retired teacher, writer, marketer or PR professional or student looking to gain experience with a passion for the environment.
- Online mailout of newsletters to members.
- Filing of newsletters online.
- Management of membership databases.
- Coordinating with the Gould League's General Manager, Bookings Manager, and other volunteers about information to be included.
- Work with social media co-ordinator to promote each quarterly edition.
- Minimum 8 hours a week (hours may vary and be split over several days).
- Seeking minimum commitment 12 of months.

YOU WILL NEED TO HAVE

- Excellent written and verbal communication skills.
- A passion for the environment and education for sustainability
- An ability to work independently and as a team, either remotely or face to face.
- A warm and enthusiastic personality and open communication skills.
- Access to a computer and programs for developing and delivering materials.
- Experience in working (even voluntarily) with school or early childhood communities.
- Experience in developing fun and engaging newsletters or educational materials or other community communication.
- Experience in using online resources such as Canva and MailChimp as well as Microsoft Office and Outlook.
- Experience in scanning hard copies of materials and transferring to online formats.
- A current Working with Children's Check or VIT.